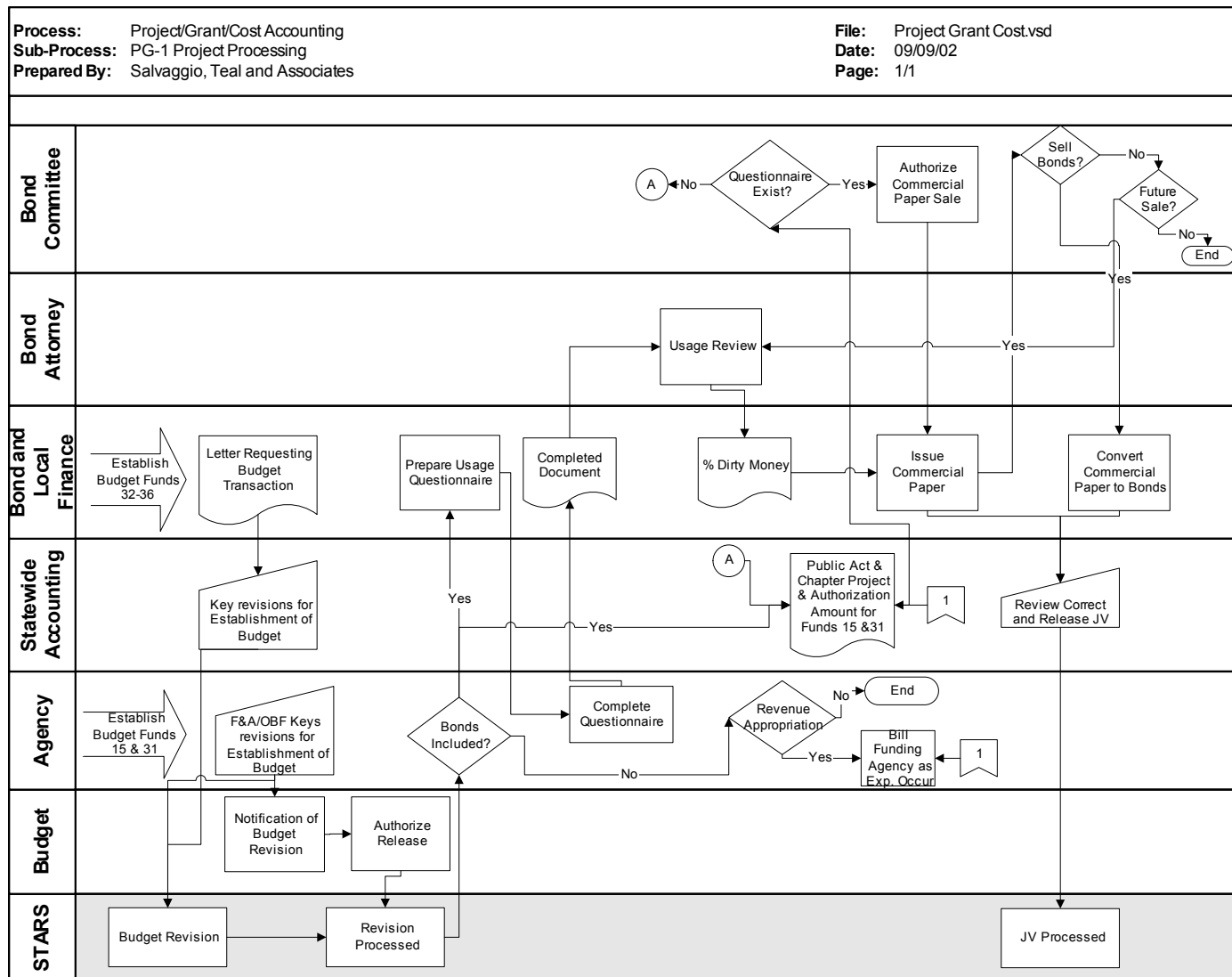


<b>Process Name:</b> Projects/Grants	<b>Process Identifier:</b> PG
<b>Sub-Process Name:</b> Project Processing	<b>Sub-Process Identifier:</b> PG-1
<b>Sub-Process Purpose and Objectives:</b> To Process budget and actual expenditures for an identified project.	
<b>Sub-Process Description:</b> The State uses STARS to track budget and expenditures against identified projects.  For Funds 15 & 31, F&A Office of Business & Finance (OBF) keys budget revision detail into STARS and notifies Budget of the budget revision. Budget authorizes the release of these revisions in STARS. When funds 32-36 are involved, Bond and Local Finance send a letter to Statewide Accounting (Accounts) requesting a budget transaction. Accounts then establishes the project and keys and releases the budget revision. If bonds are involved, a usage questionnaire is prepared by Bond & Local Finance and forwarded to the appropriate agency for completion. When the agency has completed the questionnaire, the document is returned to Bond & Local Finance, who reviews the questionnaire and sends it to the Bond Attorney. The Bond Attorney approves the usage and identifies the percentage of “dirty money” necessary for the issuance of commercial paper and bonds. Accounts maintains a spreadsheet, showing bonds authorized by public act & chapter. Information from the questionnaire is recorded on this spreadsheet.  A bond committee, made up of representatives from Accounts, Treasury, OBF, and Bond & Local Finance, meets monthly to review project expenditures and funding. If a valid questionnaire exists, they will authorize the sale of commercial paper to cover projected project expenditures. Bond & Local Finance issues the commercial paper. The committee also reviews the amount of commercial paper outstanding to determine if it is necessary to sell bonds. Once the decision to sell bonds has been made, Bond & Local Finance converts the appropriate commercial paper to bonds. Bond & Local Finance records the issuance of commercial paper and subsequent conversion to bonds in STARS.  Project expenditures are being recorded in STARS through the normal payment process. If these expenditures are related to funds 32-36, a receivable is created for the expenditure through the receivable process. If not, these expenditures are used to update the project spreadsheet maintained by Accounts to determine the amount of commercial paper to issue.	

<b>Process Name:</b> Projects/Grants		<b>Process Identifier:</b> PG	
<b>Sub-Process Name:</b> Project Processing		<b>Sub-Process Identifier:</b> PG-1	
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>State Building Commission Approval</li><li>Project Expenditures</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>Agency</li><li>Statewide Accounting</li><li>Bond &amp; Local Finance</li><li>Budget Division</li><li>Bond Attorney</li><li>Bond Committee</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Budget Revisions	Electronic	300 per year	Agency
Project Expenditures	Electronic	300 projects per year	Agency
Usage Questionnaire	Manual	200 per year	Agency
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Reports	Electronic	As needed	Agency, Bond Committee, Accounts, Bond & Local Finance
Commercial Paper	Manual	4 sales per year	Bond & Local Finance Issue
Bonds	Manual	1 per year	Bond & Local Finance Issue
<b>Performance Measures Tracked:</b>			

Process Name: Projects/Grants		Process Identifier: PG	
Sub-Process Name: Project Processing		Sub-Process Identifier: PG-1	
Measure	Approx. Value	Target Value	
Commercial Paper	Varies depending on Market	Varies depending on Market	
Laws, Regulations, and Policies That Govern Sub-Process: IRS rules, State Bond Sale laws			
Current Sub-Process Issues/Problems: The tracking of commercial paper and bond transactions are mostly tracked outside of STARS.			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>	Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>		
Provide enhanced project accounting functionality			C
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>	Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>		
Statewide Accounting and Reporting System (STARS)	STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.		



**State of Tennessee**  
**ERP Automation Assessment Study – Final Report**

